

State of Hawaii
Department of Human Services
Benefit, Employment and Support Services Division
Employment, Child Care Program Office

Request for Proposals

HMS 903-08-08-O

Temporary Assistance for Needy Families (TANF) Maintenance of Effort (MOE) Services

November 19, 2007

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

LINDA LINGLE
GOVERNOR



LILLIAN B. KOLLER
DIRECTOR
HENRY OLIVA
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

P.O. Box 339
Honolulu, Hawaii 96809-0339

November 16, 2007

MEMORANDUM

TO: All Interested Applicants

FROM: Lillian B. Koller, Director

A handwritten signature in dark ink, appearing to read "LBK", is written over the name "Lillian B. Koller".

SUBJECT: **REQUEST FOR PROPOSALS (RFP) – Temporary Assistance for Needy Families (TANF) Maintenance of Effort (MOE) Services; RFP NO. HMS-903-08-08-O**

The Department is seeking to purchase the services listed above from non-profit organizations as further described in the attached RFP. The RFP provides information to assist applicants in the preparation of program plans and budget, including:

1. A description of the service sought;
2. Special requirements to be met by the provider;
3. The criteria by which qualifying proposals shall be reviewed/rated; and
4. The criteria for monitoring and evaluating the contract.

The RFP should be reviewed very closely as all parts of the RFP must be addressed. Informational meeting is scheduled for 9:00 A.M. to 12:00 P.M. on Thursday, November 29, 2007, at the Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD) Office, 820 Mililani Street, Suite 606, Honolulu, HI 96813. For more information, please call 586-7060.

In order for the proposals to be considered, all applicants are required to submit:

1. One (1) original and three (3) copies of the proposal, delivered or DHS/BESSD, Employment and Child Care Program Office (ECCPO), at 820 Mililani Street, Haseko Center, Suite 606, Honolulu, HI 96813.
2. Proposals shall be hand-delivered (including courier mail) by 4:30 P.M., Friday, December 28, 2007, to the DHS/BESSD, Employment and Child Care Office (ECCPO), at 820 Mililani Street, Haseko Center, Suite 606, Honolulu, HI 96813. ALL MAIL-INS POSTMARKED AFTER 12:00 MIDNIGHT, December 28, 2007, WILL NOT BE ACCEPTED FOR REVIEW AND WILL BE RETURNED.

Proposal and materials not requested by the department or submitted after the deadline will not be accepted for consideration.

Attachments

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 4

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN December 28, 2007 and received by the state purchasing agency no later than 10 days from the submittal deadline.

All Mail-ins

Department of Human Services
Benefit, Employment and Support
Services Division
820 Milliani Street, Suite 606
Honolulu, Hawaii 96813

DHS RFP COORDINATOR

Scott Nakasone
For further info. or inquiries
Phone: 586-7062
Fax: 586-5744

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL 4:30 P.M., **Hawaii Standard Time (HST), December 28, 2007**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., December 28, 2007.

Drop-off Sites

Oahu:

Department of Human Services
Benefit, Employment and Support Services
Division
820 Milliani Street, Suite 606
Honolulu, Hawaii 96813

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	11/16/2007
Distribution of RFP	11/19/2007
RFP orientation session	11/29/2007
Closing date for submission of written questions for written responses	12/6/2007
State purchasing agency's response to applicants' written questions	12/14/2007
Proposal submittal deadline	12/28/2007
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	Week(s) of 1/4/2008 - 1/18/2008
Provider selection	1/21/2008
Notice of statement of findings and decision	Week of 1/25/2008
Contract start date	3/1/2008

II. Website Reference

The State Procurement Office (SPO) website is www.spo.hawaii.gov

For	Click
1 Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2 RFP website	"Health and Human Services, Ch. 103F..." and "RFPs"
3 Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4 Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5 Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6 Standard Contract - General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7 Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at www.hawaii.gov)

For	Go to
8 Tax Clearance Forms (Department of Taxation Website)	<u>http://www.hawaii.gov/tax/</u> click "Forms"
9 Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	<u>http://www.capitol.hawaii.gov/</u> click "Bill Status and Documents" and "Browse the HRS Sections."
10 Department of Commerce and Consumer Affairs, Business Registration	<u>http://www.hawaii.gov/deca</u> click "Business Registration"
11 Campaign Spending Commission	<u>www.hawaii.gov/campaign</u>

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments--Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of	Human Services
Benefit, Employment and Support Services Division	
820 Mililani Street, Suite 606	Honolulu, HI 96813
Phone (808) <u>586-5735</u>	Fax: (808) <u>586-5744</u>

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date:	November 29, 2007	Time:	9:00 A.M.
Location:	Benefit, Employment and Support Services Division		
	820 Mililani Street, Suite 606 Honolulu, HI 96813		

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions).

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: December 6, 2007 **Time:** 4:30 P.M. HST

State agency responses to applicant written questions will be provided by:

Date: December 14, 2007

VIII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Websites Referred to in this RFP. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200) -**
Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required (Refer to Section 3 of this RFP). Submitted proposals for consideration shall be limited to no more than 20 pages in length, excluding the proposal application page.

In addition to the actual written proposal of no more than 20 pages, applicants may include and reference attachments to their submitted proposal. There is no restriction on the number of pages for attachments. Attachments shall be clearly marked, specifically

referenced to in the text of the proposal document, and added at the end of the submitted proposal document.

- 5. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, subparagraph III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine whether the tax clearance is required at time of proposal submittal for this RFP. Tax clearance application may be obtained from the Department of Taxation website. (See paragraph II, Website Reference.)

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.

- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

- D. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website. (See paragraph II, Website Reference.)

- E. Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)

F. Campaign Contributions by State and County Contractors.

Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

G.

Confidential Information – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

H.

Proposal Submittal – All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

No faxed proposals or proposals submitted through electronic means (diskette/CD, transmission by e-mail, etc.) shall be allowed.

IX. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

X. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit only the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202 and 3-142-203 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith.
(Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610(a)(1), HAR)
- (6) Applicant not responsible (Section 3-143-610(a)(2), HAR)

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency		Procurement Officer	
Name: Lillian B. Koller, Esq.		Name: Edwin Igarashi	
Title: Director		Title: Procurement officer	
Mailing Address: P. O. Box 339 Honolulu, HI 96809		Mailing Address: P. O. Box 339 Honolulu, HI 96809	
Business Address: 1390 Miller Street Room 209 Honolulu, HI 96813		Business Address: 1390 Miller Street Room 209 Honolulu, HI 96813	

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XXI. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXII. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXIII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Department is seeking to expand existing services of non-profit organizations that enhance and supplement its efforts in addressing the four (4) TANF purposes, which are:

1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
3. To prevent and reduce the incidence of out-of-wedlock pregnancies; and
4. To encourage the formation and maintenance of two-parent families.

The four (4) TANF purposes listed above are federally mandated requirements that must be addressed when expending TANF block grant funding.

B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) Public Notice was published and posted on the State of Hawaii, State Procurement Office (SPO) website that announced an RFI meeting to community partners that was held on July 23, 2007 at the following address:

Department of Human Services
Benefit, Employment and Support Services Division
820 Mililani Street, 6th Floor Conference Room 2
Honolulu, Hawaii 96813

C. Description of the goals of the service

The Department is seeking to expand/enhance existing services provided to needy families or at-risk children that embody one or more of the four TANF purposes which are key to ending poverty and reliance on public assistance.

D. Description of the target population to be served

The population to be served is adults in needy families who are TANF eligible, or at-risk children. Specifications on the target population needing to be serviced will be stated in Section III of this RFP.

E. Geographic coverage of service

The various services being sought out through procurement are limited to the island of Oahu.

F. Probable funding amounts, source, and period of availability

Funding for this procurement is federal funds through the State's federal TANF Block Grant allocation, Catalog of Federal Domestic Assistance (CFDA) # 93.575. Total funding for this procurement is \$3,000,000.00 for 12 months, effective March 1, 2008, and for a possible additional two (2) twelve-month extensions at \$3,000,000.00 per extension subject to availability of funds and provider performance.

II. General Requirements**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1//98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

None

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☒ Allowed ☐ Unallowed

Multiple or alternate proposals will be considered if the applicant offers to provide multiple services for one, or more than one of the TANF purposes.

Applicants shall submit one proposal for each service, or TANF purpose, the proposal is addressing.

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☐ Single ☒ Multiple ☐ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded to each individual proposal that demonstrates an effective, efficient and comprehensive service approach specific to a TANF purpose or target group.

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms:

Initial term of contract: March 1, 2008 to February 28, 2009

Number of possible extensions: 2

Maximum length of contract: 1 year

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Scott Nakasone, (808) 586-7062, snakasone2@dhs.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities
(Minimum and/or mandatory tasks and responsibilities)

The Department is seeking to expand/enhance existing services that are provided to needy families or at-risk children to enhance and supplement its efforts in addressing the four (4) TANF purposes.

The funding that is being sought for the proposed expansion/enhancement cannot be used to either access additional federal grants or funds, or to

leverage against funding which is already used to obtain federal grants or funds.

In addition, the proposed services and expenditure of such services would need to be within the scope of what TANF funds are able to pay for. Interested applicants should refer to the following website prior to responding to this RFP to understand how TANF may be used:

<http://www.acf.hhs.gov/programs/ofa/funds2.htm>

For each service that is awarded, funding for expansion/enhancement is limited to no more than \$100,000 per service. Actual awarded funding will vary depending on the type of service that is provided and the area of need which the service addresses for the Department.

Services that address particular areas of interest which the Department is seeking may receive an additional \$50,000 to the awarded funding amount.

The following is a description of each of the four TANF purposes and examples of the possible services that could be supported for each purpose.

TANF Purpose 1:

To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

The following is from “*Helping Families Achieve Self-Sufficiency, A Guide on Funding Services for Children and Families Through the TANF Program*”, published by Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance:

“Spending to achieve this purpose covers only **needy families** so children may live with their parents or other relatives. It does not cover children living with non-relatives. A needy family is one that meets the income and/or resource standards established by the State in its TANF plan. A State may establish a variety of income and resource standards for “**assistance**” and other services and benefits.

Spending under this purpose is not limited to benefits that are within the regulatory definition of “**assistance**.” A State may provide other services in support of this purpose. For example, funding of home repairs or food banks to provide groceries to needy families would be consistent with the purpose, even if the benefits provided do not fall within the definition of “**assistance**.””

The Department has defined “needy families” as families whose gross income does not exceed 500% of the Federal Poverty Guidelines (FPL) for their

family size. Examples of such services that would support Purpose 1 services would be:

- Food banks, food kitchens, nutrition;
- Rent, housing, homelessness programs;
- Parenting skills, family counseling;
- Clothing;
- Supervised activities for sick children (e.g. camps and weekend outings) that provide respite for their caregivers.

Services of particular interest to the Department include:

- Parenting skills and family counseling that are provided for in the client's home;
- In home care services for sick children;
- Transitional homeless housing that incorporates life skills, parenting and basic skills;
- Financial literacy to families with physical and/or mental limitations, which would include services such as debt consolidation, financial planning, and budgeting for basic needs; or
- Respite in-home child care services.

TANF Purpose 2:

To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

The following is from “*Helping Families Achieve Self-Sufficiency, A Guide on Funding Services for Children and Families Through the TANF Program*”, published by Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance:

“Under this purpose, a State could help any **needy parent**, including a noncustodial parent or a working parent, by providing employment, job preparation, or training services. Examples of potential services include job or career advancement activities, marriage counseling, refundable earned income tax credits, child care services, and employment services designed to increase the noncustodial parent's ability to pay child support. Activities that promote

any one of the three objectives – job preparation, work, and marriage -- would be consistent with this purpose.

Like a **needy family**, a **needy parent** must meet the income and/or resource standards established by the State in its TANF plan.”

The Department has defined “needy parent” as a parent whose gross income does not exceed 500% of the Federal Poverty Guidelines (FPL) for their family size. Examples of such services that would support Purpose 2 services are:

- Provide job retention services or post-employment follow-up services, such as counseling, employee assistance, or other supportive services;
- Pay refugee services providers to provide linguistically and culturally appropriate services that help refugee TANF eligibles or recipients obtain employment or participate in work activities;
- Provide specialized training for supervisors or job coaches in private industry on how to work with newly hired TANF eligibles or recipients who have serious barriers to employment;
- Subcontract with business organizations or associations to expand participation of employers in welfare-to-work initiatives and encourage the hiring of TANF recipients; or
- Conduct a State public awareness campaign designed to inform employers about the benefits of hiring TANF recipients and encourage employers to alert the TANF office when they have job openings.

Services of particular interest to the Department include:

- Financial literacy to working parents, which would include services such as debt consolidation, financial planning, and budgeting for basic needs;
- Child care placement services for TANF eligibles or recipients, who have child care needs for a child under the age of 2 years, so that they are able to seek employment;
- Micro-enterprise ventures with earning potential that would result in self-sufficiency;
- Transportation services that would transport TANF eligibles or recipients to and from their employment work sites, or otherwise assist TANF eligibles to access transportation (e.g. assist auto purchase). Actual

transportation services should be situated where a TANF eligible or recipient could easily access the service;

- Job placement and job coach services for TANF eligibles or recipients who have limited or no employment history and who have physical or mental limitations, or limited English proficiency; or
- Provide career attire to TANF eligibles to help them present a professional appearance at job interviews.

TANF Purpose 3 and 4:

Purpose 3 - To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies;

The following is from “*Helping Families Achieve Self-Sufficiency, A Guide on Funding Services for Children an Families Through the TANF Program*”, published by Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance:

“Neither this purpose nor the following purpose (related to family formation) is limited to needy families or individuals. Thus, a State may use...funds to...serve non-needy families or individuals for either of these two purposes. However, the State must establish objective criteria for the delivery of services to the non-needy.

Potential activities that would be reasonably calculated to accomplish this purpose include abstinence programs, visiting nurse services, and programs and services for youth such as counseling, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session. A State may also fund a media campaign for the general population on abstinence or preventing out-of-wedlock childbearing.”

Purpose 4 - To encourage the formation and maintenance of two-parent families.

The following is from “*Helping Families Achieve Self-Sufficiency, A Guide on Funding Services for Children an Families Through the TANF Program*”, published by Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance:

“A significant share of TANF families consists of unmarried mothers with low skills who live with their children apart from low-skilled, underemployed fathers. Many of these fathers are involved in the lives of their children and provide some financial support, but would like to do much more. Historically,

however, the fathers have found limited employment opportunities, and welfare rules have worked to discourage family formation and fuller involvement of these fathers in the lives of their children.

This fourth TANF purpose offers the opportunity to address these issues. Some activities that are reasonably calculated to accomplish this purpose might include parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and visitation; job placement and training services for non-custodial parents; initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services.”

Under purposes 3 and 4, the Department is looking to maximize the number of children engaged in child or youth development programs where the children experience positive outcomes by using TANF funds for strengthening families and positive development through before- and after-school programs and career and technical exploration/work programs for youth.

Examples of services that would support purpose 3 and/or 4 would be:

- Responsible fatherhood initiatives that will improve the capacity of needy fathers to provide financial and emotional support for their children;
- Parenting classes, premarital and marriage counseling, and mediation services;
- After-school programs that provide educational, athletic, art and music, or other potentially advantageous experiences to children and teens;
- Counseling services or classes that focus on teen pregnancy prevention; or
- Media campaigns to encourage young people to delay parenting or to encourage fathers to play a responsible role in their children's lives.

Services of particular interest to the Department include:

- Vocational apprenticeship training targeting youths that offer employment opportunities at successful completion of the training;
- Services that provide a combined approach teen pregnancy prevention with career or employment planning for teens on school campus sites;
- Promoting abstinence from substance abuse and adolescent sexual involvement through the practice of responsible behavior through discussion and role-play;

- Mentoring programs that provide youths the ability to bond with an adult role model and provide positive modeling during the transitional teen years;
- Services that promote responsible fatherhood initiatives; or
- Services to homeless teens including outreach, family planning and education services.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

Applicants shall provide evidence of possessing the necessary training and experience in performing the service(s) to the population(s) who they are proposing to service.

2. Administrative

The Provider shall address the administrative duties as Provider and of supervising contracted personnel.

A. Intention to Propose

Each proposal shall be submitted in the format prescribed and all portions addressed. In order to be in compliance with ACT 314, SLH 1996, all proposals must include a valid State (or current application for tax clearance) and IRS Tax Clearance Certificate in order to be considered.

B. Application Costs

The Department will not pay for any costs incurred by applicants prior to the effective date of a contract. All costs incurred in the preparation of a proposal in response to the Department's RFP (including travel expenses to attend any informational sessions, applicant's conference or negotiation sessions, if held) are the sole responsibility of the applicant.

C. Proposal Preparation

Only hard copy proposals shall be accepted. Proposals should be without elaborate art work, binding, printing, or materials not essential to its utility and clarity. Graphs, charts and matrices are acceptable, but should also be backed-up by a clearly written narrative. We

require an original and three (3) sets of each proposal to the Department.

D. Disposition of Proposals

All proposals become the property of the State of Hawaii. The successful proposal will be incorporated into the resulting contract by reference. Material breaches of contract may result in termination of the contract.

E. Execution of Contract

The successful offeror will be required to enter into a formal written contract with the Department in accordance with the laws, rules and regulations of the State of Hawaii.

The stated requirements appearing elsewhere in this RFP shall become part of the terms and conditions of the resulting contract. Any deviations must be specifically defined by the offeror in its proposal which, if successful, will become part of the contract.

The funds available for this project are limited. The Department reserves the right to contract for only those services which appear to be in the best interests of the State.

The Department reserves the right to reduce the appropriated contract amount with 30 (thirty) calendar days notice due to decrease in the number of participants needing services in the program. This clause is applicable to the subsequent contract extensions only.

The Department reserves the right to cancel the contract without cause and request new proposals for the services. Upon acceptance of the proposal, the Department will forward the formal contract to the successful offeror for execution. The contract shall be signed by the successful offeror and returned, together with required insurance documents (including indemnification), and other supporting documents, within ten (10) calendar days after receipt by the offeror, or within such further time as the Director may allow.

No such contract shall be binding upon the Department until the contract has been fully and properly executed by all the parties thereto prior to the start date of the contract and the State Comptroller has, in accordance with Section 103-39, Hawaii Revised Statutes, endorsed thereon his certificate that there is an appropriation or balance of an appropriation over and above all outstanding contracts, sufficient to cover the amount required by the contract during the fiscal year. Further, the contract shall not be considered to be fully executed unless

the Department of the Attorney General of the State of Hawaii has approved the contract as to form.

No supplementary agreement shall be binding upon the Department until the agreement has been fully and properly executed by all parties thereto prior to the start date of agreement. The provider shall not provide any services until the agreement is fully and properly executed.

Any work performed by the successful offeror prior to receipt of a Notice to Proceed shall be at the offeror's own risk and expense. The State of Hawaii and the Department are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful offeror prior to the receipt of a Notice to Proceed.

3. Quality assurance and evaluation specifications

The contract shall be evaluated based upon performance as described in Section 2, Item III, Scope of Work, listed above.

4. Output and performance/outcome measurements

The performance of the Provider shall be measured by the reporting specifications described in Section III(B)(7), Reporting requirements for program and fiscal data.

5. Experience

Applicants shall have at least 1 year of providing the proposed service(s).

6. Coordination of services

Not applicable.

7. Reporting requirements for program and fiscal data

Each service shall prepare and provide a monthly report to the department that shall comprise of the following items:

- a. The number of individuals served for the month; and
- b. Measures of the benefits achieved for each contracted service.

For item "b", the following additional reporting requirements shall be added as it relates to its corresponding TANF Purpose:

Purpose 1:

- 1) Number of families applying for the month;
- 2) Number of families determined TANF eligible;
- 3) Number of families currently receiving TANF;
- 4) Number of families currently not receiving TANF, but receiving public assistance or subsidy;
- 5) Number of families not receiving TANF or any other public assistance or subsidy;
- 6) Number of families who currently have some employment;
- 7) Number of families who are accepted for services;
- 8) Number of families who are declined for services;
- 9) Number of families who respond positively to the service;
- 10) Number of families who respond negatively to the service;
- 11) Number of families who respond neutral to the service;
- 12) Top 5 reasons for the positive response of the service;
- 13) Top 5 reasons for the negative response of the service;
- 14) Top 5 reasons for the neutral response of the service; and
- 15) Top 5 benefits cited from receipt of the services.

Note: Numbers 9-15 are applicable only to those families who complete services.

Purpose 2:

- 1) Number of families applying for the month;
- 2) Number of families determined TANF eligible;
- 3) Number of families currently receiving TANF;
- 4) Number of families currently not receiving TANF, but receiving public assistance or subsidy;
- 5) Number of families not receiving TANF or any other public assistance or subsidy;
- 6) Number of families who are accepted for services;
- 7) Number of families who are declined for services;
- 8) Number of families who completed training;
- 9) Number of families who gain employment as a result of the training;
- 10) Number of families who continue to remain unemployed after receiving training;
- 11) Number of families who gain full-time employment;
- 12) Number of families who gain part-time employment;
- 13) Highest hourly wage received;
- 14) Average hourly wage received;
- 15) Top 5 reasons for the positive response of the service;
- 16) Top 5 reasons for the negative response of the service;
- 17) Top 5 reasons for the neutral response of the service; and

- 18) Top 5 benefits cited from receipt of the services.

Note: Numbers 8-18 are applicable only to those families who complete services.

Purpose 3 and 4:

- 1) Activity Milestones (e.g. hire staff, train staff, other);
- 2) Significant Outputs (e.g. service delivery, capacity, outreach, enrollment, attendance, customer satisfaction and other);
- 3) Significant Immediate Outcomes (outcomes obtained immediately as a direct result of program participation and involve changes in one or more of the following: knowledge, attitudes/beliefs, skill acquisition, behavior and relationships);
- 4) Implementation Issues and Concerns; and
- 5) Significant Stories.

Note: The Department may further refine these reporting requirements based on evaluation of the services that are awarded. Applicants should propose activity measurements relevant to their proposed service(s) that would support these reporting requirements.

8. Pricing structure or pricing methodology to be used

This is a cost reimbursement type contract. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. The cost reimbursement may be subject to verification.

9. Units of service and unit rate

Not applicable.

10. Method of compensation and payment

The Provider shall submit monthly original invoices specifying the amount due and certifying that services requested under the Agreement have been performed by the Provider according to the Agreement.

Payments shall be made in monthly installments upon the monthly submission by the Provider of the Subgrantee's Invoice and Expenditure Report (hereinafter SIER) in triplicate (an original and two copies). The

invoices shall include the Provider's name shown in the Agreement, the Agreement number, and a detailed breakdown of Provider's charges.

The monthly installments shall be determined by the State on a cost reimbursement basis. The SEIR shall contain expenditures actually incurred for the performance of the services and a certification of compliance for the preceding month.

Final settlement shall include submission and acceptance of all reports and other materials to be submitted by the Provider to the State, resolution of all discrepancies in performance of services, completion of all other outstanding matters, and receipt of tax clearances.

Compensation shall be based upon the approved budget(s) for March 1, 2008 to February 28, 2009.

IV. Facilities

Applicants shall already have secured adequate facilities to provide for the service(s) that is being proposed.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for each item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are strongly encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section I, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*
- *Submitted proposals for consideration shall be limited to no more than 20 pages in length, excluding the proposal application page.*

In addition to the actual written proposal of no more than 20 pages, applicants may include and reference attachments to their submitted proposal. There is no restriction on the number of pages for attachments. Attachments shall be clearly marked, specifically referenced to in the text of the proposal document, and added at the end of the submitted proposal document.

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the

services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Refer to Section II.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

1) Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. The cost reimbursement may be subject to verification.

The purchasing agency shall consider cost proposals on a “cost type” or “pure reimbursement” pricing structure from the applicants who are non-profit organizations licensed to do business in the State of Hawaii. “Cost type” involves payment of all incurred costs within a predetermined total estimate cost.

All budget forms, instructions and samples are located on the SPO website (see Section I, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-205A	Budget – Organization – Wide by Source of Funds
SPO-H-205B	Budget – Organization – Wide by Source of Programs
SPO-H-206A	Budget Justification – Personnel: Salaries & Wages
SPO-H-206B	Budget Justification – Personnel : Payroll Taxes, Assessment & Fringe Benefits
SPO-H-206E	Budget Justification – Contractual Services: Administrative
SPO-H-206F	Budget Justification – Sub-contract
SPO-H-206G	Budget Justification – Depreciation
SPO-H-206H	Budget Justification – Program Activities
SPO-H-206I	Budget Justification – Equipment Purchases

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant’s accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application:

Audit Report (most recent)

2. Tax Clearance Certificate (Form A-6)

An original or certified copy of a current (within 3 months), valid tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two-part Tax Clearance

Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose.

3. Submittal of the availability of organizational funding, expenditures (direct or administrative), or in-kind contributions such as volunteer hour and/or donated goods that meet a TANF purpose, that is not already federal funds, or is used to access additional federal grants or funds.

Acceptable documentation for the purpose of this RFP shall be the completion of the form found in Section 5(D), "Maintenance of Effort (MOE) Expenditure Report", of this RFP, for the reporting period of October 1, 2006 through September 30, 2007.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	30 points
Project Organization and Staffing	20 points
Service Delivery	30 points
Financial	20 Points

TOTAL POSSIBLE POINTS

100 Points

Section 4

Proposal Evaluation

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

Final proposals submitted shall include all of the following documents to be accepted for consideration for this RFP.

Exclusion of any of the required documents below as part of the submitted final proposal shall disqualify the applicant from selection consideration.

1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Tax Clearance Certificate
- Certifications

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Each section listed below shall be evaluated using the following criteria:

Weighted points (0-5) for each sub-area will be given. The sum of weighted points given by the evaluators in all areas of each section will be divided by the maximum weighted points that could be allotted for that area. This quotient will be multiplied by the points assigned to each area, which is noted in parenthesis. The product will be the score for that area.

The weighted points awarded for each sub-area of evaluation shall be derived from a rating scale of 0 to 5:

- .5= Very satisfactory
- 4= More than satisfactory
- 3= Satisfactory
- 2= Less than satisfactory
- 1= Unsatisfactory
- 0= Not addressed (no credit)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (30 Points)*

The State will evaluate the applicant's experience, community involvement and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

- Description of projects/contracts implemented in the past 1 year that are pertinent to the proposed services.

C. Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

D. Facilities

- Adequacy of facilities relative to the proposed services.

2. *Project Organization and Staffing (20 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. _____
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. _____

B. Project Organization

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. _____
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. _____

3. Service Delivery (30 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Describes the overall program content and design. _____
- Demonstrates an understanding of the various service activities and sequence of events. _____
- Presents evidence of cooperation and collaboration, and willingness to follow DHS requirements, policies and procedures. _____
- Demonstrates an understanding of the target group. _____
- Demonstrates knowledge of handling customer service and complaints. _____
- Provides for public relations and community collaboration. _____
- Describes staff/program management activities. _____

4. Financial (20 Points)

Pricing structure based on cost reimbursement:

- Personnel costs are reasonable and comparable to positions in the community.
- Non-personnel costs are reasonable and adequately justified. The budget fully supports the scope of service and requirements of the Request for Proposal.
- Adequacy of accounting system.
- Receipt of completed "Maintenance of Effort (MOE) Expenditure Report", for the reporting period of October 1, 2006 through September 30, 2007.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Special Conditions
- D. Maintenance of Effort (MOE) Expenditure Report and Instructions

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms ore on the SPO website. See Section 1, paragraph II Website Reference. *

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (link on SPO website)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	X	
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Organization Chart(s)	Section 3, RFP		X	
Audit Report	Section 3, RFP		X	
MOE Report Form	Section 3, RFP	Section 5, RFP	X	

Authorized Signature

Date

Sample

Proposal Application

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Special Conditions

1. The Department shall require that the organization selected to provide the service present a certificate of insurance in the amount of two million and no/100 dollars (\$2,000,000.00) for bodily injury and property damage liability arising in connection with the provider's performance under this Agreement.

Non-Profit TANF Maintenance of Effort (MOE) Expenditure Report

1. Name of Organization:	2. Program Description:
3. Address:	
4. Period Covered By This Report:	
October 1, 2006 - September 30, 2007	

5. Categories:	6. Expenditures: For FFY: 2007
Direct Services	
Administrative Costs	
Volunteers' Hours (Number of hours for all service volunteers for the reporting period X \$18.04 per hour)	
Value of donated goods	
TOTAL	

7. Comments:

8. Certification:

<p>I Certify to the best of my knowledge and belief that expenditures and volunteer hours reported meet the requirements of one or more of the following four TANF purposes:</p> <ol style="list-style-type: none"> 1. Provide assistance to needy families so that the children may be cared for in their homes or in the homes of relatives; 2. End the dependency of needy parents on government benefits by promoting job preparation, work, and marriage; 3. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and 4. Encourage the formation and maintenance of two-parent families. <p>I further certify that the service this program provides is:</p> <ol style="list-style-type: none"> 1. To applicants or participants who are children or families with children; 2. Not using any of the expenditures reported above to match or leverage federal funds; and 3. None of the expenditure described above are federal funds. 	
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10. Signature

Title

Date Reported

Instructions for Non-Profit TANF Maintenance of Effort (MOE) Expenditure Report Form

1 Name of Organization: Agency's or organization's name.

2 Program Description: Brief description of the service provided by this particular program.

3 Address: Location address of this particular program.

4 Period Covered By This Report: Federal Fiscal Year period (October 1 - September 30) the reported expenditures occurred.

5 Categories: The types of expenditures that are being reported. The expenditures would be one of the following four types:

Direct Service: The dollar amount expended where the client directly benefited from the service(s) provided.

Examples of direct services would be client counseling, goods or donations provided directly to the client, etc.

Administrative Costs: The dollar amount expended to administer the general operations of the service, but not the amount expended to administer the direct delivery of the service.

"Administrative Costs" includes the following:

- Salaries and benefits and all other costs not associated with providing program services to individuals, including staff performing administrative and coordination functions;
 - Preparation of program plans;
 - Monitoring of programs and projects;
 - Procurement activities;
 - Public relations;
 - Services related to accounting, litigation, audits, management of property, payroll, and personnel;
 - Costs for goods and services, such as postage, equipment, office supplies, utilities, and rental office space not associated with directly providing client services;
 - Travel costs incurred for official business travel not associated with directly providing client services;
 - Management information system relating to tracking program requirements (such as personnel and payroll management); and
 - Preparing reports and other documents related to program requirements.
 - Indirect or overhead costs.
- "Administrative Costs" excludes the following:
- Salaries and benefit costs for the staff directly providing services and the direct administrative costs associated with providing the services, such as the costs of supplies, equipment, travel, postage, utilities, rent and maintenance of office space, and information technology and computerization needed for tracking and monitoring if a client requires such tracking as part of the service. These items would be reported under the "Direct Service" category.

Volunteers' Hours: The dollar value that would have been expended if the total hours performed by the volunteers, who provide both the direct service and administrative services, and are not employees already reported in either of the categories.

"Direct Services" or "Administrative Costs", for the period that is covered in this report, were calculated at a rate of \$18.04 per hour.

Value of donated goods: The dollar value of all goods donated to the program to support the service being provided.

6 Expenditures: Year to Date For FFY: Expenditure dollar amount being reported for the federal fiscal year.

7 Comments: Any additional information needing to be reported regarding the expenditures being reported.

8 Certification: Signature in item 9 acknowledges that reported expenditures adhere to all conditions stated in the certification box.

9 Signature: Signature and title of the person certifying the expenditure report and the date the report was signed.